EDI
WebForms User Guide

Lowe's WebForms allows our vendors to receive purchase orders from Lowe's, send reverse purchase orders to Lowe's, and submit ASNs & invoices through our secure LowesLink® portal. WebForms automates the ordering process and eliminates faxed or phoned purchase orders, ASNs, and invoices. Lowe's created WebForms to offer a no cost EDI solution to our smaller vendors. Through a web browser, users can interact with our EDI WebForms system. The WebForms application is intended to provide Lowe's trading partners with a way to achieve 100% EDI compliance with Lowe's requirements. This document should provide you with the necessary tools to become familiar with Lowe's WebForms and begin using the features found within the application.

Ideally, the most suitable candidate for WebForms receives less than 1,000 purchase orders per year and no more than 600 purchase orders at a time. If your expected order volume is greater than this, please contact your Lowe's EDI Analyst to discuss other EDI options.

Registering for WebForms

To use WebForms you must be a registered LowesLink® user. To register go to www.loweslink.com and click on Getting Started to begin the registration process.

Accessing WebForms

Visit www.loweslink.com and click on Login. Choose EDI WebForms from your user menu. If you do not have EDI WebForms, send an email to edi-production@lowes.com with your company name, vendor number and your LowesLink® user id.

Purchase Orders in WebForms

- Once your account has been setup, each WebForms user at your company should receive an email notification of new purchase orders.
- New purchase orders will be available under Purchase Orders > New Purchase Order until one user has accepted them. Once they are accepted, they will move to Purchase Order History.
- Once accepted, a pending invoice is created. This order will also be available under the ASN menu and will remain there until the ASN is submitted OR the purchase order is flagged as received in our system.
- To accept one order at a time, click on any Order# to display the order details. To accept the displayed order, click the Accept and Print button. The accepted order will be moved to the Purchase Order History folder, an invoice shell will be placed in the Pending Invoices folder and you will be returned to the New Purchase order list. To accept and print multiple orders at a time, check the check box next to the purchase orders you wish to accept and click the Accept Selected Orders button. The selected purchase orders can be printed by clicking the print button on the next screen. NOTE: The multiple accept/print feature is only available from the New PO folder. Please be sure your printer is online and is loaded with paper.
- Select Purchase Order History any time you wish to view a previously accepted purchase order.

Pending Invoices in WebForms

- Once an order has shipped choose Webform Invoice from the EDI WebForms menu and choose Pending Invoice to begin. Enter invoice information and save (to complete later) or submit. Submitting will move the invoice to the Invoice History section.

Invoice History in WebForms

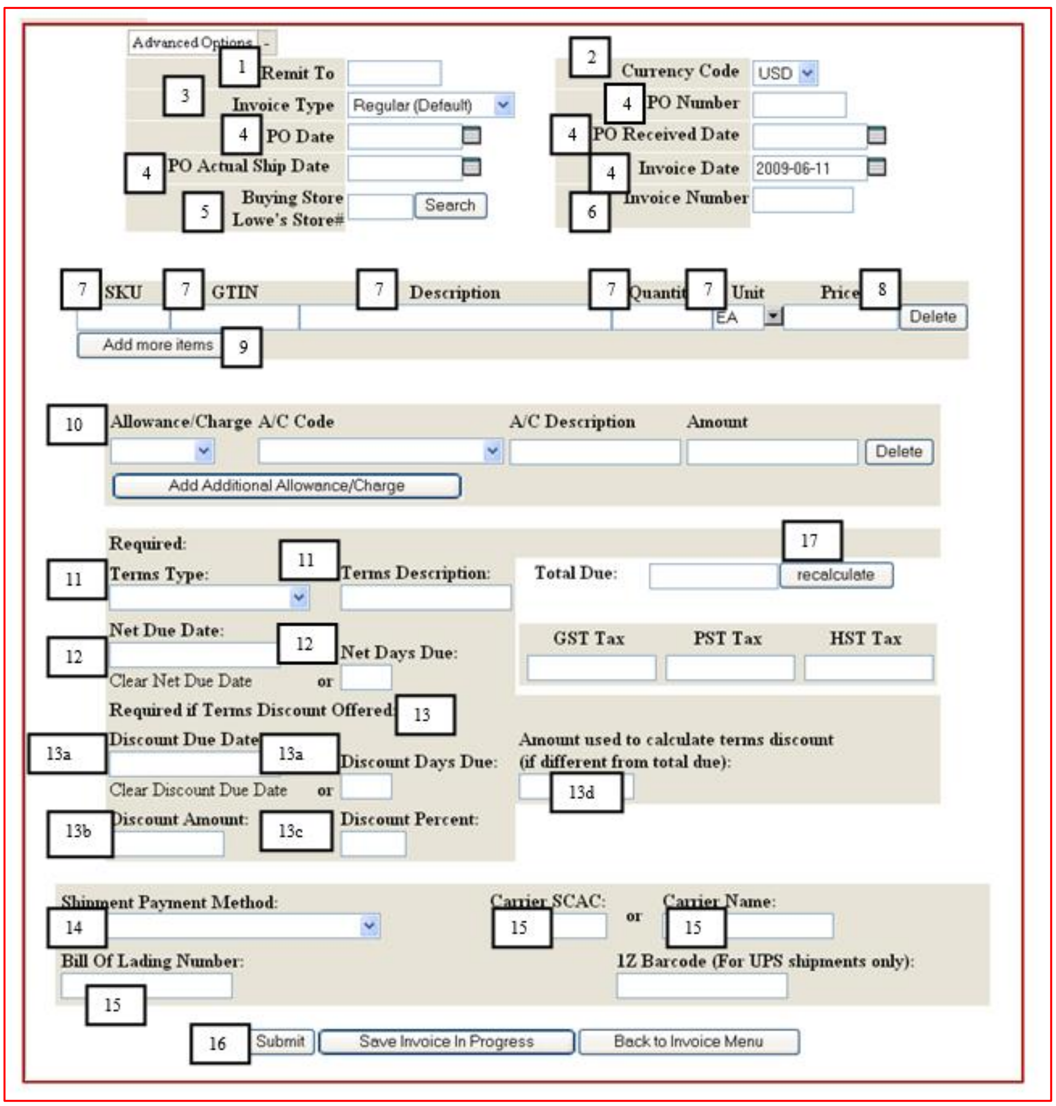
- Submitted invoices are automatically moved from the Invoices Pending folder to the Invoice History folder and are stored for 90 days. From this folder you can view a list of submitted invoices. Click on an invoice number to view the details of the invoice. If you discover that you have submitted an invoice incorrectly, from this folder you may modify and re-submit an invoice. Delete an Invoice by clicking the delete button at the bottom of the invoice. This will only delete the invoice from your screen, it does not remove it from Lowe's Payables system. The delete feature is only available while viewing the details of an invoice.

Setting Invoice Defaults in WebForms

- Setting Invoice Defaults - To avoid keying mandatory fields repeatedly, you can set defaults through Advanced Options at the very top of the page of your invoice. You will need to set your defaults by clicking "Set Defaults to Current". Defaults can be turned on or off by clicking "Defaults Currently Off' or "Defaults Currently On".

Invoices from Scratch in WebForms

- If you need to submit an invoice for an order that was not received through WebForms, you can create an invoice manually. From the EDI WebForms menu choose Webforms Invoice > Invoice from Scratch.



WebForms User Guide, Continued

Invoice from Scratch – Entry Tips
If you receive manual (faxed) orders from Lowe's, this feature will permit you to create your invoice and submit to Lowe's electronically.

1. Enter your remit to vendor number.
2. Choose your currency code from the drop down.
3. Choose your invoice type from the drop down.
4. Enter PO number and associated PO dates. All dates are in CCYYMMDD (20070101) format. Actual Ship Date must be greater than PO Received Date.
5. Enter Lowe's store or distribution center number from the PO. This is the final destination of the shipment.
6. Invoice number can be alpha-numeric and up to 12 digits in length.
7. SKU is Lowe's item number from the PO. Lowe's US/CAN Vendors: When invoicing an SOS item and no SKU is available, 99999 may be used as a valid SOS item number. If there are multiple items on the order, 99999 can be used for each item on the invoice if necessary.
8. Price is entered as "per unit price".
9. Use this button to add additional line items to the invoice.
10. Allowance – Charge information is optional. If adding an allowance or charge to an invoice it must be preapproved by your Lowe's Merchant. All fields are required.
11. Select Terms Type and enter terms description (example: "NET 30" or "1% 30 NET 31").
12. Enter Net due date OR Net due days, not both.
13. If you offer a terms discount, you must complete this section which pertains to the discount.
    a. Enter discount due date OR days, not both.
    b. Enter discount amount in dollars (Ten dollars and 50 cents should be 10.50).
    c. Enter discount per cent as a number (2% is entered as 2). Do not use %.
    d. Only enter Amount used to calculate terms discount if different from total invoice amount.
14. Select option that best describes your payment method.
15. Enter Carrier SCAC code or carrier name. If you are using your own truck, "COMPANY TRUCK" is acceptable. If Lowe's is responsible for the shipment, "LOWES TRUCK" is acceptable. If you are shipping via UPS, provide the tracking number.
16. Action buttons – If you are not finished with this invoice, click "Save Invoice in Progress". The invoice will be posted in Invoices Pending folder for you to edit later. If your invoice is complete, click "Submit" to send to Lowe's for processing.
17. Use the Recalculate button to generate your invoice total.

WebForms Advance Ship Notice

Create ASN from Order
View Pending ASNs
View ASN History

If you are shipping stock product to a Lowe's facility, each shipment must be accompanied by an ASN. Lowe's special orders, replacement part orders and expense orders do NOT require an ASN. Accurate and timely ASN's will help Lowe's to better plan for the receipt of your shipments. The ASN should be submitted when the shipment leaves your loading dock.

Choose Lowe's ASN from the EDI WebForms menu. Select Create ASN from Order, choose the PO, and complete all required fields and any of the optional fields and click SUBMIT. If you receive a prompt to correct keying errors, make the corrections, and click the Submit button again.

If you are unable to complete an ASN you have started it can be saved and will be available under View Pending ASNs. Once ASNs are submitted they can be viewed under View ASN History.

DATA FILTER
Ship From Vendor Name(s) PLEASE SELECT A VENDOR APPLY FILTER CLEAR FILTER
Ship To # Starting Order # Order Status
Date Options Predefined Range From To

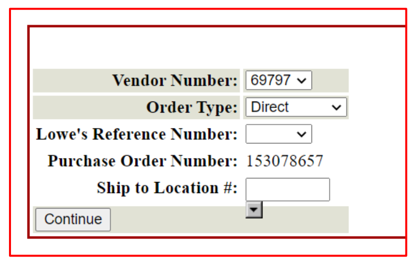
Ship From Vendor#	Ship To #	Order #	Order Create Date	Order Ship Date	Order Delivery Date	Order Status
13538	119	143201215	2020-06-24	2020-07-03	2020-07-20	Received
13538	1561	143201668	2020-06-24	2020-07-03	2020-07-20	Open
13538	2336	143201671	2020-06-24	2020-07-03	2020-07-20	Received
13538	3279	143201672	2020-06-24	2020-07-03	2020-07-20	Received

WebForms Reverse Purchase Orders

Select vendors will be asked to use WebForms to send reverse purchase orders. These orders are specifically for when a Lowe's store calls to request product or when your field representative identifies product to be replenished. If you have been requested to send orders in this manner, please proceed with the following steps.

Once you have been notified by your Lowe's EDI Analyst that you are in production for reverse purchase orders via WebForms, please follow these steps to create a new reverse purchase order to send to Lowe's.

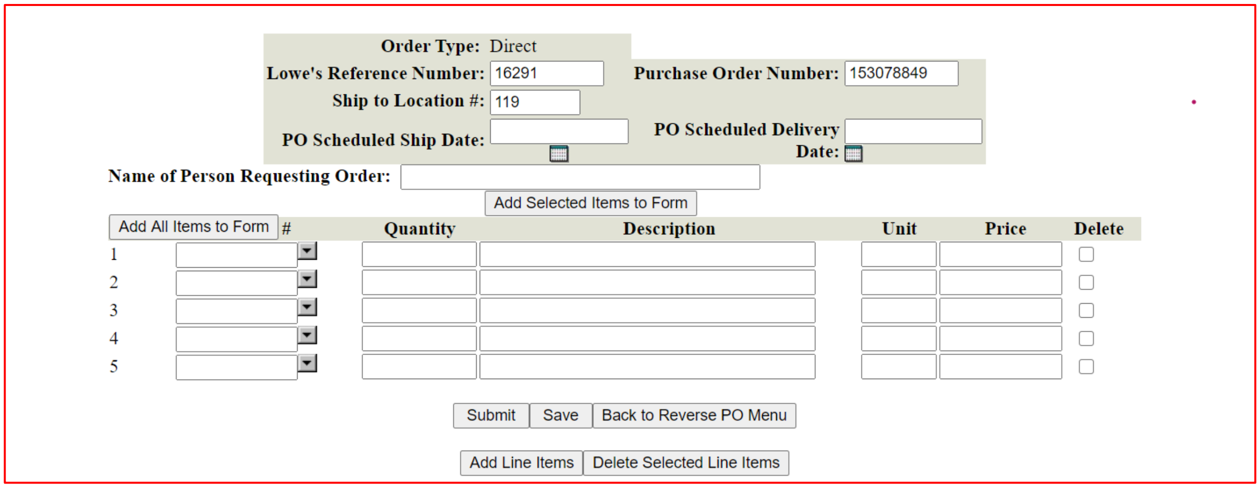
- Reverse orders are processed nightly (Monday thru Saturday) and the orders are available to the stores the next business day. To avoid store receiving delays it is imperative that reverse orders be submitted at least one day prior to shipping and by 6:30 PM EST.
- If you decide you need to make any changes or cancel a purchase order that has already been submitted, you can select the Change/Cancel PO folder to change or cancel the purchase order. Once an order has been invoiced, it will no longer be available in the Change/Cancel PO folder for you to change or cancel. Once you cancel an order, it will be completely removed from the Lowe's system.
- When making a change to a purchase order, please make sure to include the name of the person requesting the change. Remember, all changes must be submitted one day prior to shipping and by 6:30pm EST! Examples of purchase order changes include changing the ship or delivery dates, deleting item numbers, adding additional item numbers, and changing quantities. You will not be able to make a change to the price. This will require you to contact your Merchandising Assistant.
- To view the purchase orders that have been submitted, resubmitted, or cancelled, select the Reverse PO History screen.
- On the Reverse PO Pending, Change/Cancel PO and Reverse PO History screens, you may sort by the Order#, Store#, Status, and Action Date columns. To sort a column, simply move your cursor to the column title and click. Each time you click, the list will be resorted from first to last and vice versa.



Creating a Reverse Purchase Order

The steps below will walk you through creating a Reverse Purchase Order

1. From the EDI WebForms main menu, choose Reverse Purchase Order.
2. Select Create New Reverse Purchase Order. A purchase order number will be automatically created in the Purchase Order Number field
3. Choose your vendor number in the Vendor Number drop down box. A few trading partners will have more than one vendor number available to select.
4. Choose an Order Type1 of Direct or Cross Dock.
5. Choose a valid Lowe's Reference Number2. A list of valid reference numbers should be provided to you by your Lowe's Inventory Replenishment Senior Specialist.
6. Choose a valid Ship to Location # from the drop-down box.
7. Click Continue to proceed to the next screen.
8. On the next screen, select the calendar button to the left of the PO Scheduled Ship Date field to choose a valid ship date. Then select a valid PO Scheduled Delivery Date. If the goods are prepaid, the PO Scheduled Ship Date field will not be visible.
9. Name of Person Requesting Order can be your name or the name of someone at the store.



10. Identify the items to be shipped on this order.
    a. A list of valid items will be displayed by clicking the drop-down box beside the Item # field.
    b. Select the Lowe's item number for the product you are shipping (or optionally key in the Lowe's item number). The system will automatically populate the item number, description, unit and price fields.
    c. Enter the quantity shipped. Repeat process for each item being shipped.
    d. The order is defaulted to 5 blank item entry lines. To add additional item entry lines (in increments of 5), select the Add Line Items button at the bottom of the purchase order screen.
    e. To quickly add a select grouping of item numbers to the purchase order, select the Add Selected Items to Form button located under the Name of Person Requesting Order field. This selection allows you to add a group of item numbers to the purchase order at one time.
11. When all line items have been entered, you can print a copy of the purchase order using the print button on your Internet browser. Click Submit to send the order to Lowe's. If you would like to save the data you have entered without submitting the purchase order at this time, click Save instead of Submit. The purchase order will be moved to the Reverse PO Pending folder. When you are ready to submit the order you saved, enter the Reverse PO Pending folder and select the order you would like to submit, complete the order, and then click Submit to send the order to Lowe's.
12. After submitting, the purchase order will be moved to the Reverse PO History folder, a copy of the order will be placed in the Change/Cancel PO folder and an invoice shell will be created and placed into the Pending Invoices folder. To view the pending invoice automatically created, click on the Invoice Menu from the EDI WebForms main menu.
13. To submit a PO change. From the Change/Cancel PO folder, click on the PO# to view details and make change. Select at least one of the following changes – new ship or delivery dates, delete an item or add an item. To submit the PO with the changes, select the Resubmit Order button.

WebForms General Information

- Lowe's Contact Info – refer to the EDI Quick Reference posted on www.loweslink.com under Electronic Data Interchange > Lowe's Traditional EDI.
- Company Contact Info – Lowe's uses email extensively for communications. It is CRITICAL that you always keep your contact information current. When you receive an email from Lowe's that requests your response, please do so promptly.
- Technical Issues – If you are experiencing technical issues accessing LowesLink® in general or a specific application on LowesLink®, please email loweslink@lowes.com.
- Add new user – any person interested in using secure LowesLink® needs to complete the online registration to obtain their own LowesLink® username/user id. The LowesLink® Username/User ID should not be shared with other persons in your office.
- Add new application – do not complete a new online registration. Any registered LowesLink® user who wishes to add an application to their access list needs to simply click on Change My Access to request additional LowesLink® applications needed. NOTE – Not all applications will apply to each company. If in doubt about an application do NOT add it to your requested list.
- Security – Information on LowesLink® is secure. It is your responsibility to notify loweslink@lowes.com of persons who are no longer employed with your company to have their access to your secure data revoked.